

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 18-487T OPENING DATE: 25-Oct-18 CLOSING DATE: 26-Nov-18

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Occupational Health Nurse, GS-0610-12, T5155000

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$75,741.00-\$98,464.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

SAAO, PHOENIX, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicants must provide official transcripts from accredited universities or colleges.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

Applicants must provide official transcripts from accredited universities or colleges. To qualify for these positions, applicants must have passed the National Council Licensure Examination. In addition, they must possess a current, active, full, and unrestricted license or registration as a professional nurse from a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Must have an Undergraduate Degree in Health Administration, Health Care Administration (or equivalent), Health Care Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), or related fields such as, Primary Care Management, and Bachelors of Science in Nursing (BSN/RN), Biology, or microbiology. Bachelor's degree in nursing (BSN/RN) or Biology. Other completed degrees are acceptable in Public Health, Entomology, Microbiology, Zoology, Biomedical Engineering, Clinical Engineering and Health Management/Health Systems Engineering, Operations Research, or other closely-related degree fields.

-OR-

To qualify, applicants must have passed the National Council Licensure Examination. In addition, they must possess a current, active, full, and unrestricted license or registration as a professional nurse from a State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Certification as an Occupational Health Nurse or a Graduate Degree in Public Health (MPH/MSPH) with a bachelor's degree in a biological science. Other educational options are a Master's in Health Administration, Health Care Administration, Health Care Management, Health Management and Policy, Health Services Administration (or equivalent), or Hospital Administration. A Master's degree or equivalent in public health, and one year of graduate medical education completed in a clinical specialty at a hospital is strongly recommended.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered: YES ☐ NO ☒
PCS may be offered: YES ☐ NO ☒

NOTES:

- Must possess (or be able to obtain) and maintain the proper clearance type and level within one year of appointment according to DoD Personnel Security Program Management Directives.

Conditions of Employment

Employee must have and maintain a current Network License according to Army or Air Force Directives, Licensing Network Users and Certifying Network Professionals.

- Employee must maintain current certification in Occupational Health from the American Board of Occupational Health Nurses.

- Employee must maintain a current license as a Registered Nurse.

- Employee must maintain a current certification in cardio-pulmonary resuscitation.

- Employee must maintain an N-95 or fitted gas mask respirator if indicated by site hazards.

- Employee must be medically fit to wear respiratory protection and protective clothing if indicated.

- Employee must complete annual assessments for his or her immunization status and ability to wear respirator if indicated.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of professional nursing principles, theories, concepts and standards of clinical and public health.
2. Knowledge of occupational health and preventive medicine concepts.
3. Comprehensive knowledge of health hazards in the workplace and required preventive measures needed to establish evaluation methodologies, provide consultative services, and to develop and model programs suitable for areas of responsibility.
4. Comprehensive knowledge and ability to administer an occupational health program with extremely diverse elements peculiar to military settings, achieving compliance with regulatory provisions and effectively communicating multiple occupational procedures and practices to both preventive medicine staff and line personnel.
5. Comprehensive knowledge of the organization's mission, functions, objectives, etc.
6. Knowledge of, and skill to plan, organize, direct, budget, coordinate and evaluate operations, work processes, human-machine interactions and environmental conditions that impact the health and efficiency of personnel.
7. Knowledge of, and skill to participate in multidisciplinary investigations to evaluate biological and toxicological effects of widely used chemicals/toxicants and other potentially hazardous materials.
8. Advanced knowledge of regulatory guidelines such as the Occupational Safety and Health Administration Act of 1970, Federal Employees Compensation Act, Occupation Safety and Health Administration (OSHA), Joint Commission on the Accreditation of Healthcare Organizations (JCAHO), the Code of Federal Regulations, and Environmental Protection Agency (EPA).

9. Comprehensive knowledge of Workers Compensation Program principles, concepts, rules, laws, regulations and precedent decisions in order identify pertinent Workers Compensation Programs elements and program deficiencies; and to recommend desirable courses of management action and decision, and to define likely modes of failure, including procedural deficiencies and their effects upon the efficiency of the system.

10. Comprehensive knowledge of the Federal Employees Compensation Act (FECA) to discuss employees' medical condition with physicians and medical personnel to establish validity of claim and the ability to return to work.

SPECIALIZED EXPERIENCE: Must have 12 months or more specialized experiences, education or training in performing the occupational health programs; planning, developing, and analyzing the occupational health nursing services provided to National Guard personnel throughout the state. Planning, developing, reviewing and analyzing, and maintaining a comprehensive Occupational Health Program. Experienced in working the occupational health nursing services and program requirements and determined impacts on National Guard military and civilian personnel and public health. Skilled in formulating, analyzing, revising, and implementing policies, procedures and best practices in order to accomplish program goals and objectives in accordance with Federal, State and local laws, such as, Occupational Safety Health Administration Act of 1970 – OSHA, Federal Employees Compensation Act, Department of Labor, Department of Transportation and the Nuclear Regulatory Commission statutes, and DoD guidance. Is a skilled and experienced technical expert on occupational health related matters. Skilled in presenting formal briefings and prepared reports to the Adjutant General, Component Commanders, the Chief of Staff and other directorate level staff elements. Knowledgeable on how to protect National Guard personnel against adverse effects of health hazards. Highly skilled in providing expert advice to the Adjutant General to protect National Guard personnel against adverse effects of health hazards. Highly skilled in determining if personnel are physically, mentally and psychologically suited for work in field operations and the industrial workplace. Skilled in providing medical care and rehabilitation of occupational illness/injury. Have specialized experiences in identifying physical deficiency; skilled in preventing decreased combat readiness caused by occupational illness/injury to military personnel; and able to provide corporate review, analysis and management of worker compensation and line-of-duty costs. Experienced in consulting on occupational health issues and experiences included work with the Civil Support Team, Enhanced Force Readiness Package commanders and the Radiation Safety Program. Experiences included support work and oversight to military and/or civilian personnel units exposed, or potentially exposed to chemical, biological, or radiological hazards in the work environment. Skilled in evaluating and administering comprehensive occupational health programs, services, and capabilities for military and civilian personnel in the work environment to include field operations, garrison, industrial and administrative sites. Skilled and knowledgeable on how to apply information management resources such as, the DoD Defense Occupational Environmental Health Readiness System (DOEHRS); Medical Operational Data System (MODS); also, the DoD Occupational Health Program Resource Models; Occupational Health Information System (OHMIS). Working experiences must include program elements such as, epidemiologic investigations of occupational illness and injury; industrial hygiene surveys; prevention, mitigation and treatment of occupational illness and injury; emergency treatment of non-occupational illness and injury; hearing conservation and readiness; job-related immunization; occupational vision conservation and readiness; radiation exposure and medical surveillance; illness absence monitoring; occupational health related work-site and industrial inspections; and health hazard education. Experienced in managing job-related hazards, such as chemical, biological, radiological, nuclear, and explosive hazards. Skilled in performing job-related occupational health screenings and medical surveillance examinations to included pre-deployment and post-deployment follow-up, pre-placement, baseline, job transfer, periodic, retirement, termination, fitness-for-duty, and health maintenance exams. Knowledgeable on how to wear personal protective equipment; skilled in using an automated external defibrillator and skilled in performing first-aid and critical care education IAW Service specific manuals, instructions, and regulations. Experienced, skilled and capable in performing Case Manager Consultant work and coordinating record results and requirements with the US Department of Labor (DOL) Regional OHN Consultant, NGB Regional Office of Workers Compensation Program (OWCP) Liaison, and the Director, Human Resources.

BRIEF JOB DESCRIPTION: The primary purpose of this position is to manage a comprehensive Occupational Health Program for the state. Serves as the Occupational Health Nurse (OHN) consultant and principle advisor to the Adjutant General (TAG) on occupational health initiatives. Plans, develops, and analyzes the occupational health nursing services provided to National Guard personnel throughout the state. Establishes, manages and maintains a comprehensive Occupational Health Program: Plans, develops, analyses, and reviews occupational health nursing services and program requirements and determines impact on National Guard military and civilian personnel and public health. This requires formulating, analyzing revising, and implementing policies, procedures and best practices in accomplishing program goals and objectives in accordance with Federal, State and local laws (e.g., Occupational Safety Health Administration (OSHA) Act of 1970 – OSHA, Federal Employees Compensation Act – FECA, Department of Labor, Department of

Transportation and the Nuclear Regulatory Commission statutes, etc.), and DoD guidance. Serves as the technical expert on occupational health related matters to the Adjutant General, Component Commanders, the Chief of Staff and other directorate level staff elements. Provides occupational health services and medical treatment for non-occupational and occupational health illnesses and injuries IAW incumbents scope of employment, professional State Nursing License “scope of practice”, and medical directives approved by a qualified, licensed physician. Manages the Case Management Program. Develops and maintains a Health Education/Counseling program. Establishes quality improvement monitoring systems and evaluating criteria.

SELECTING OFFICIAL: LTC Craig Dupuy
